



SAINT ANN SCHOOL
— putting faith in education —

Check Request

HOME & SCHOOL ASSOCIATION

Your Name:		Phone:		
Project/Budget Category:				
Date Submitted:	Date Needed:	Date Mailed:		
Reason for Check:				
<input type="checkbox"/> Included in budget		OR	<input type="checkbox"/> Approved at Meeting (Date: _____)	
Check Payable to:		Amount:		
Address of Payee:				

If there is a bill that needs to be paid, attach the bill to this form and the Treasurer will mail it.

Approved by:	Date:
Approved by:	Date:

For Treasurer's Use Only: Category _____ Check # _____ Date _____ Logged _____